

DGS-550-1
REV. 7/86

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1406 - 4

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE
NO. 1 of 2

Department of Public Safety
and Correctional Services

Division of Correction

Agency

Division

Item No.	Description	Retention
	<u>APPRENTICESHIP AND TRAINING AREA (INMATE):</u> This area addresses all the forms, reports and records regarding apprenticeship and On-the-Job Training	
1.	<u>INMATE APPRENTICESHIP TRAINING FILE:</u> A. Monthly training records B. Monthly evaluations C. Apprenticeship Agreements D. Completion certificates, apprenticeship related instruction E. Completion certificates, apprenticeship F. Job placement records - report	 Retain the A and B records for two (2) years after the inmate is released from the institution, then destroy any A and B record other than the most recent one. Retain the most recent A and B record for three (3) additional years. Retain C, D, E and F records for five (5) years after the inmate is released from the institution. Destroy all records after five years.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

11/1/91 *Deirdre D. Day* Asst. Comm.
Date Signature Title

JAN. 20 1992

Edward C. Papenfuss

Date State Archivist

Item No.	Description	Retention
2.	<u>INMATE ON-THE-JOB TRAINING FILE:</u> A. Training records B. Certificates of completion C. Pre-employment class rosters, completions D. Correspondence	Retain for three (3) years after the inmate is released from the institution, then destroy.
3.	<u>APPRENTICESHIP ADMINISTRATIVE RECORDS</u> A. Job placement records - card format B. Correspondence C. Apprenticeship Referral Form D. Apprenticeship Interview Form E. Curriculum guides F. Job placement records - card format G. Job placement records - reports H. Post release follow-up surveys, reports I. Employment readiness, class rosters, completions, attendance. J. Computer printout of trainees by current location.	Retain for three (3) years and until audited, then destroy. Destroy previous printout when new printout is received.

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>3</u>	
1. DEPARTMENT/AGENCY Public Safety and Correctional Services		2. DIVISION Division of Correction		3. UNIT Apprenticeship and Training	
DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Apprenticeship and Training Inmate Apprenticeship Training File				5. EARLIEST YEAR/LATEST YEAR _____ TO _____	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) This area addresses all the forms, reports and records regarding apprenticeship and On-the-Job Training : A. Monthly Training Records B. Monthly evaluations C. Apprenticeship Agreements D. Completion certificates, apprenticeship related instruction E. Completion certificates, apprenticeship F. Job placement records - report					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) NUMBER _____	
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) NUMBER _____			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input type="checkbox"/> NO			
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))		16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input type="checkbox"/> NO		18. RECOMMENDED RETENTION Retain the A and B records for 2 yrs. after the inmate is released from the Institution, then destroy any A & B record other than the most recent one. Retain the most recent A and B record for 3 additional yrs. Retain C, D, E and F records for 5 yrs. after the inmate is released from the Institution. Destroy all records after five yrs.			
19. NAME AND TITLE OF PREPARER Myles Carpeneto, Director of Procurement Services		20. TELEPHONE NUMBER (301) 764-4113		21. DATE 5/11/91	

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 2 OF 3

1. DEPARTMENT/AGENCY
Public Safety and
Correctional Services

2. DIVISION
Division of Correction

3. UNIT
Apprenticeship and Training

DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Apprenticeship and Training Inmate On-the-Job Training

5. EARLIEST YEAR/LATEST YEAR
_____ TO _____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

INMATE ON-THE-JOB TRAINING FILE:

- A. Training records
- B. Certificates of completion
- C. Pre-employment class rosters, completions
- D. Correspondence

7. RECORD SERIES FORMAT(S)
☐ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
☐ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME
☐ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
☐ FILE DRAWER(S)
☐ MICROFILM REEL(S)
NUMBER ☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE IS USED
☐ DAILY ☒ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☐ NO

15. ACCESS RESTRICTIONS ☐ YES ☐ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
☐ NONE ☒ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
☐ YES ☐ NO

18. RECOMMENDED RETENTION
Retain for three
(3) years after
the inmate is
released from the
institution, then
destroy.

19. NAME AND TITLE OF PREPARER
Myles Carpeneto, Director of
Procurement Services

20. TELEPHONE NUMBER
(301) 764-4113

21. DATE
5/1/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>3</u>	
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DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Apprenticeship and Training Administrative Records				5. EARLIEST YEAR/LATEST YEAR _____ TO _____	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) A. Job placement records - card format B. Correspondence C. Apprenticeship Referral Form D. Apprenticeship Interview Form E. Curriculum guides F. Job placement records - card format G. Job placement records - reports H. Post release follow-up surveys, reports I. Employment readiness, class rosters, completions, attendance. J. Computer printout of trainees by current location.					
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11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER _____ <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain for three (3) years and until audited, then destroy. Destroy previous printout when new printout is received.		
19. NAME AND TITLE OF PREPARER Myles Carpeneto, Director of Procurement Services		20. TELEPHONE NUMBER (301) 764-4113		21. DATE 5/1/91	